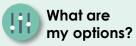
EMI SIG





Access the Presenter Toolbox

Step #1: From the Annual Meeting Page, click on the Presenter Toolbox icon



You can also...

- A Register for the 2019 Annual Meeting.
- B Find Transportation & Lodging links & info.
- Locate Meeting
 Agenda times, sessions,
 abstracts, presenter
 bios, etc.
- Access the 2018
 Archive to download
 photos, certificates,
 presentations, etc.



Click on the Presentation Template icon to open and download the PPT Template

Upload Your Presentation

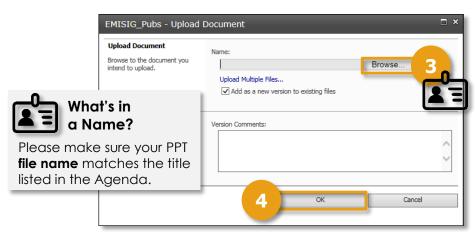
Step #2: From the Presenter Toolbox page, click on the Add document link

Step #3: Click Browse to locate and select your final presentation

Step #4: When finished, click **OK**







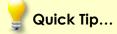


The name of your file will automatically appear as the name of your Presentation Name but can be edited if needed.

Step #5: Enter the
name(s) of the Author(s)

Step #6: Click on the dropdown arrow and select Concurrent Session

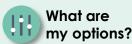
Step #7: Use the dropdown menu to select your Session #



Your Session # can be found in your **Presentation Logistics Email**.

Step #8: Click on the dropdown arrow and select **Presentation**

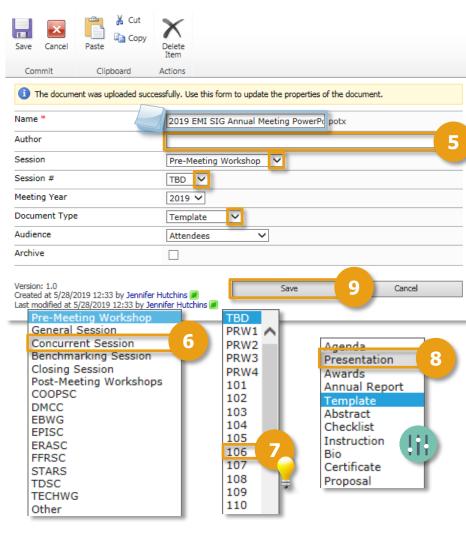
Step #9: When finished, click Save



You can also upload your Bio, Presentation Abstract and other items related to your presentation.

Verify Your Presentation Successfully Posted

Step #10: Return to the Presenter's Toolbox to ensure your presentation appears under My Presentations with the correct title, session and session #



Presenter's Toolbox

Return

Instructions for Presenters

1. Download the Presentation Template from the menu on the left

. Build your presentation

Return to this page and click on "Add document" in the "My Presentation" library below
 Upload the presentation. Be sure to include the title of your presentation in the file name.

5. If you need to revise your presentation, you can open it from the library and edit.









Need Help? Email <u>EMISIGsupport@nnsa.doe.gov</u> or call **(505) 845-4936** for assistance.